



Foreign Affairs Manual

VOLUME 5 – INFORMATION MANAGEMENT

Change Transmittal: IM-55

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5 FAM 120 INFORMATION MANAGEMENT STAFFING ABROAD

Changes

1. The post's requirement to prepare an IT Strategic Plan has been eliminated. The post will continue to provide input for the IT component of the Mission Performance Plan (MPP).
2. 5 FAM 120 conforms to the Plain Language format as set forth in 2 FAH-1 H-110.
3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 5 FAM 120 (TL:IM-41, 08-27-2003, 15 pages) and insert the revised 5 FAM 120 (CT:IM-55, 17 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:IM-55, and initial.

Distribution Notice

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/BPC/RG)